

**WARDROBE**

**Costume Loan Request**

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Date

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Person/Group Making Request

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Address

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Phone Number

Costumes Requested (Describe in sufficient detail: number loaned, type, color, pieces per, etc.)

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**Costume Laundering/Cleaning Instructions (if necessary)**

 [ ]  Hand or machine wash on delicate in cold water.

 Hang dry (please do not use wire hangers as they cause rust spots).

 [ ]  Dry Clean by Baryames Cleaners.

Date to be returned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree that all costumes (and associated pieces) borrowed will be returned in as good condition as when loaned out. All pieces will be accounted for when the costumes are returned. I agree to launder costumes as noted above prior to their return. Costumes will be retuned by the date listed above. No alterations should be done without the approval of a CBT Wardrobe Chair. Any approved alterations or changes to the costume(s) should be removed prior to returning them. ***In the event that a costume, or costumes, are damaged, destroyed, or are otherwise not returned, I agree to pay for the cost of replacement as determined by a Wardrobe Chair in consultation with the CBT Board.***

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Signature of Requester

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Signature and Title of CBT Representative

[ ] Wardrobe Copy [ ] Borrower’s Copy